

- United States Environmental Protection Agency, Atlanta GA, 30365 POSITION DESCRIPTION COVERSHEET		1. Duty Location Atlanta GA		2. Position Number (b) (6)	
3. Classification Action Difference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	ENVIRONMENTAL ENGINEER	GS	819	13	001 100
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER	GS	819	13	
5. Organizational Title of Position (if any)		6. Name of Employee (b) (6)			
7. Organization (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. REGION 4		f.			
c. Resource Conservation and Restoration Division		g. BROWNFIELDS SECTION			
d. RCRA Cleanup Brownfields Branch		h. EPAYS Organization Code T63A 0000			
8. Managerial Designation					
<input type="checkbox"/> First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.		<input type="checkbox"/> An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.			
<input checked="" type="checkbox"/> A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.		<input type="checkbox"/> A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.			
<input checked="" type="checkbox"/> None of the above applies. This is a non-managerial position.					
9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
(b) (6)		(b) (6)			
10. Official Classification Certification					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		
c. Signature of Classification Official		Date		e. Functional Code	
Sena W. McPhail		8/22/03		Bargaining Unit Code 0012 94	
Remarks: STATEMENT OF DIFFERENCES:					

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Reference of Series and Date of Standards Used to Classify This Position		GS-819			
Official Allocation	b. Title Environmental Engineer	c. Service GS	d. Series 0819	e. Grade 13	f. CLC 100
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER	GS	819	13	
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a. U. S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. REGION 4		f.			
c. WASTE MANAGEMENT DIVISION		g.			
d. ECONOMIC REDEVELOPMENT & COMMUNITY INVOLVEMENT BR.		h. EPAYS Organization Code 90459200			
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Signature of Classification Official Jena W Murphy		Date 5/21/02		d. Bargaining Unit Code 7777	e. Functional Code 80
11. Remarks: STATEMENT OF DIFFERENCES:					

POSITION DESCRIPTION

Brownfields Revolving Loan Fund Project Manager

Environmental Engineer, GS-819-13

Organizational Location: EPA Region 4, Waste Management Division,

Primary Purpose: Serves as a project manager and expert on matters related to Brownfields Revolving Loan Fund Grants and other Brownfields program grants and initiatives, a program for the assessment, cleanup and redevelopment of non-National Priority List (NPL) contaminated sites.

Performs work under the Superfund program including one or more of the following: site assessment, site remediation, hazardous-substance removal, and emergency planning and preparedness under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), and/or the Emergency Planning and Community Right-to-Know Act (EPCRA). The work will include Superfund programs such as Brownfields.

The Brownfields program is responsible for developing and promoting the Brownfields program throughout the Regional Office, among State, Tribal and local environmental agencies, community organizations, and through other public-private partnerships and entities including redevelopment and economic development agencies, and the real estate developers and the Financial and banking community. Public-Private Partnerships means working cooperatively with the private sector to provide stakeholders with effective tools to address environmental issues and prevent pollution. This effort is achieved through such efforts as the Brownfields Revolving Loan Fund, Economic Redevelopment Pilots, Job Training Pilots, Targeted Brownfield Assessments, State Voluntary Cleanup and Brownfield Programs and other Agency initiatives such as: Showcase Communities, Sustainable Development Challenge, Environmental Justice, Better America Bonds and Project XL.

Accomplishes duties related to environmental management and/or protection.

Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Program/Project Management 50%

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of Brownfield policies, plans, and programs. Serves as a technical authority in providing expert advice and assistance to state, local and/or tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive Brownfield revolving loan fund and Brownfield economic redevelopment policies, plans, and programs. Develops and/or analyzes proposals for new or revised Brownfield policies and plans and determines their impact on Brownfield programs and

the state, local and/or tribal governments and communities. Responds to inquiries from elected government officials and the general public concerning the interpretation and application of plans and policies designed to meet program objectives.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Develops and implements new and innovative approaches to encourage the restoration, reuse, and redevelopment of non-NPL contaminated property. The incumbent assists in establishing goals and strategies for the Brownfields program consistent with the policy direction provided by EPA Headquarters, the Waste Management Division Director or the Regional Brownfields Coordinator.

Maintains contact with EPA Headquarters and the Regional Brownfields Coordinator on policy matters relating to brownfields. Provides review and comment on new initiatives, proposed legislation, new regulations, guidelines and policies applicable to the brownfields program. Provides guidance on the relationships between the brownfields and federal and state Superfund programs, and state voluntary cleanup programs. Develops new policies and guidance for improvements in the brownfields program and ensures implementation of new directions upon request.

Provides management and Brownfields Coordinator with relevant information on brownfields and specific projects through regular updates and other management tracking and reporting mechanisms.

Monitors and reports on the progress of regional and national brownfields efforts and assigned projects, including developing and updating fact sheets and other outreach materials for the public. Develops information to be available on the Internet.

Provides technical assistance and information related to brownfields, including Freedom of Information Act responses to the public, regulated community, media, elected officials, and other governmental agencies and community based organizations.

May represent the National and Regional brownfields program at public meetings, scientific or technical advisory meetings, HQ workgroup meetings, meetings with state and local governments and other federal agencies, and to the media. Provides information on the National Brownfields Action Agenda and the regional strategy to interested parties, including consultants, the public, cities, tribes, press, community organizations, etc. in coordination with the Brownfields Coordinator.

Participates in national workgroups as necessary, such as the Revolving Loan Fund workgroup, the quality assurance workgroup, voluntary cleanup programs, etc. upon request of the Brownfields Coordinator.

Provides direction and guidance to cities, states, redevelopment agencies on handling brownfields issues which may include site assessment, quality assurance and quality control, risk assessment, health issues, cleanup levels, and community concerns.

Works with the Brownfields Coordinator and key officials within EPA and other federal agencies, the States and cities to determine cross-program requirements and develop solutions to complex project issues acceptable to all parties and interests involved.

Participates in panel reviews of national grant proposals, evaluating proposals and recommending national awards.

Negotiates work plans, cooperative agreements and Interagency agreements for selected national or regional pilots.

Performs other related duties as assigned.

Grants/Cooperative Agreements/Interagency Agreements 50%

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Provides regional technical expertise in the resolution of audit issues and disputes. Participates in national work-groups involved in the development of agency-wide grants program policy to resolve national program problems. Manages a variety of highly complex and typically long-term grants/cooperative agreements/IAGs, entailing the coordination of efforts and the resolution of conflicting and controversial high profile issues with a number of parties both within and outside the agency. Exercises definitive technical authority regarding audit issues and disputes. Analyzes and revises grant related regulations and policies. Tracks the implementation and results of grants, cooperative agreements and/or interagency agreements as needed to monitor performance and respond to information requests.

Factor 1-8 1550 Points

Knowledge Required by the Position

Mastery of environmental engineering concepts, principles and practices in order to plan, coordinate, manage and oversee complex hazardous substances removal or remedial sites.

Mastery of advanced principles and practices of hazardous waste management and cleanup activities, and brownfields redevelopment, that enable the incumbent to provide consultative

services on the entire range of brownfields activities. Knowledge and skill to serve as a nationally recognized consultant and expert on CERCLA and brownfields requirements and initiatives.

Knowledge and skill to apply experienced judgment to new developments and a variety of highly complex problems related to hazardous waste management and brownfields redevelopment.

Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs. Knowledge of federal and EPA contract and grant/cooperative agreement regulations, requirements, policies and procedures.

A thorough knowledge of Federal, State and local control programs and regulations, as they relate to hazardous waste management, Superfund and brownfields.

Skill in communicating with technical, financial and legal personnel, state and local officials, members of the public, elected government representatives and media representatives.

Ability to independently develop and analyze complex documents and reports, skill in making authoritative, independent presentations of such reports both orally and in writing.

Factor 2-4 450 Points

Supervisory Controls

The Regional Brownfield Coordinator sets the overall assignment objectives, program emphasis, and resources available. The environmental engineer and the Regional Brownfield Coordinator, in consultation, develop the deadlines, projects, and work to be done.

The environmental engineer, having developed expertise in a particular program or functional area (e.g., revolving loans, brownfield environmental assessments, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The engineer keeps the Regional Brownfield Coordinator informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 450 Points

Guidelines